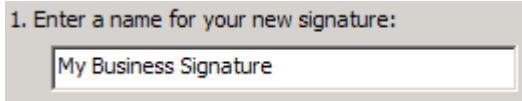


Creating an Auto Signature in Outlook

Auto Signature The Signature feature in Microsoft® Outlook is used to append your contact information to the end of your e-mails.

Step	Action						
1.	On the Start menu point to Programs , then click on Microsoft Outlook .						
2.	Use the Tools menu and click on Options...						
3.	Click the Mail Format tab and click Signature Picker...						
4.	Click New...						
5.	Enter a name for your Signature in the field: 						
6.	<table border="1"> <thead> <tr> <th>If</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>You have no pre-existing file to create your signature</td><td>Click the button that says Start with a blank signature:</td></tr> <tr> <td>You have a pre-existing file you want to use for your signature</td><td>Click the button that says Use this file as a template: and browse to the file</td></tr> </tbody> </table>	If	Then...	You have no pre-existing file to create your signature	Click the button that says Start with a blank signature:	You have a pre-existing file you want to use for your signature	Click the button that says Use this file as a template: and browse to the file
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You have a pre-existing file you want to use for your signature	Click the button that says Use this file as a template: and browse to the file						
7.	Enter all the necessary information and click Finish						
8.	Click OK						
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10.	Click OK . Your signature will - by default – be placed at the end of the e-mail messages you send.						